

## **Public Information Officer, NJ Board of Public Utilities (Newark Office)**

### **JOB DESCRIPTION:**

The Public Information Officer performs the following tasks:

- Acts as technical/media advisor to BPU President and staff on public information matters.
- Maintains liaison with the press and public to determine reaction to state policies.
- Reviews, evaluates, and writes speeches, news releases, and newspaper and magazine articles.
- Assists in the preparation of newsletters, brochures, magazines, Web pages, and publications.
- Acts as BPU spokesperson in response to inquiries from the press for general news and/or emergencies.
- Coordinates details; attendant to speaking engagements of the Board President and/or BPU staff.
- Prepares correspondence related to public information matters.
- Arranges press, radio, television, and magazine interviews and photographing of special events.
- Is assigned to individual issues to write, edit, and prepare the distribution within and outside the Board of news releases, articles, informational pamphlets and publications, containing pertinent material concerning the functions, activities, responsibilities, policies, objectives, methods, and procedures for the BPU.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the BPU, including but not limited to digital photography, database management and PC publishing programs.
- Takes proactive measures to arouse the interest and secure the cooperation of civil, business, professional and other groups interested in the programs of the BPU.

### **KNOWLEDGE AND ABILITIES:**

- Ability to write clear and concise copy for general comprehension and to review/edit/proofread written material.
- Knowledge of procedures involved in collecting, analyzing, and interpreting factual data often complex in nature.
- Knowledge of basic principles and materials with editorial programming, journalism and public relations.
- Knowledge of problems encountered in using factual data obtained from various sources, drawing reasonable and current conclusions, and in making use of facts pertinent to specific cases in clear, concise, and informative articles and news releases for publications.
- Knowledge of methods used in preparing copy for the printer and in arranging for illustrations including photographs and charts.

- Knowledge of conventions, form and style used for newspapers, magazines, radio and television.
- Ability to make full use of available media for the dissemination of news and information.
- Ability to organize public information and administrative work.
- Ability to interpret basic legislation and rules and apply them to specific situations.
- Ability to supervise contractors providing film, graphic arts, and other public information services.
- Ability to organize complex assignments and develop effective work methods.
- Ability to make field trips and attend conferences, meetings and exhibits to obtain current information concerning programs, activities, plans and problems.
- Ability to work effectively with associates and with those individuals and groups interested in or concerned with the operation and services of the BPU.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency.
- Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

***Bilingual -- ability to speak and translate Spanish may be beneficial.***

## **REQUIREMENTS:**

### **EDUCATION:**

Graduation from a four (4) year accredited college or university with a Bachelor's degree.

### **EXPERIENCE:**

Five (5) years experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization.

### **LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Questions and resumes should be directed to Chicqueta Britton-Nutt, Director of Communications at 973-648-2287, or [Chicqueta.brittton-nutt@bpu.state.nj.us](mailto:Chicqueta.brittton-nutt@bpu.state.nj.us).

*This is an unclassified state government position; salary will be commensurate with experience.*

For more information on the NJBPU, please visit our website at [www.bpu.state.nj.us](http://www.bpu.state.nj.us).

**Closing Date:** August 19, 2005